



**Indiana Alcohol & Tobacco Commission**

**MyLicenseOne**

**Online Applications Guide**

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# Introduction

Welcome to MyLicenseOne! With this guide, the Indiana Alcohol & Tobacco seeks to ensure a smooth and efficient process for businesses and their private application preparation services within the state of Indiana to submit applications online for facility alcohol permits. The application process can take 60 to 90 days to complete. Additional delays may occur due to incomplete documents or a missed local board hearing.

Please report functionality errors or errors in the online application displaying the correct questions or content to Project Manager, Jeff Coyle, at [jcoyle@atc.in.gov](mailto:jcoyle@atc.in.gov).

For process questions relating to applying for a facility alcohol permit, contact the facility alcohol permit processor for your county. A link to a list of processors by county is below.

<https://www.in.gov/atc/contact/#ProcessorsByCounty>

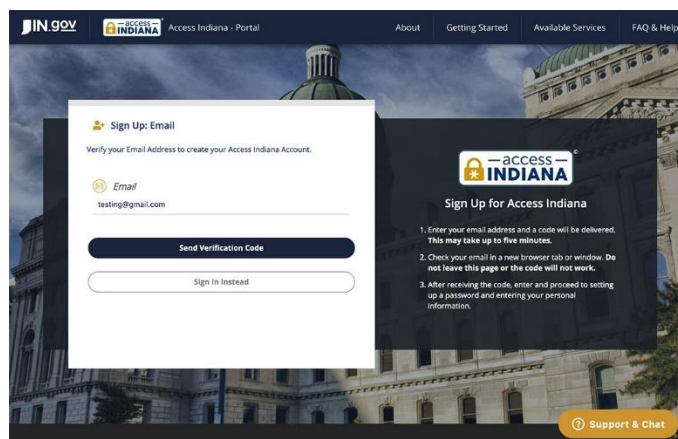
For legal or business advice, or application preparation, a list of private application preparation services can be found below:

<https://www.in.gov/atc/alcohol-resources/alcohol-beverage-information/private-application-preparation-services/>

## Creating an Access Indiana Account

To file online applications with MyLicenseOne, create an Access Indiana account. A helpful instruction guide for creating an Access Indiana account can be found below:

<https://www.in.gov/access/getting-started.html>



# Online Applications

## Applying for a New Facility Alcohol Permit

### 1. Apply For A License

Once logged in to MyLicenseOne, click on the **Initial Application** button at the top of the page to begin.



Indiana Licensing Enterprise

Indiana Licensing Enterprise

INITIAL APPLICATION

### 2. What action do you want to perform?

The option of what type of application to begin applying for will then appear. At the launch of this service, applicants will be limited to applying for a **New** permit.

What action do you want to perform?

Please select an answer

New Permit

NEXT

[Return to Dashboard](#)

### 1. New Dealer, Retailer, Manufacturer or Wholesaler Permit Application

Confirm that you would like to begin the application by clicking **Start Application**. If you meant to select another option, the *Back* button can be selected to go back and view other options again. If you want to return to the dashboard, you can click *Return to Dashboard*.

#### New Dealer, Retailer, Manufacturer or Wholesaler Permit Application

BACK

START APPLICATION

[Return to Dashboard](#)

### 2. Which organization are you applying for?

Select the option, **Create New Organization**.

Which organization you are applying for?

Organization

Create New Organization ▼

NEXT

### 3. Getting Started

The new application is dynamic and will populate only relevant sections and questions for the type of permit and circumstances based on your selections. This guide will not cover every potential scenario, but will give a general overview of the process. To the left of the screen you will see a general overview of the different items to complete. **Since the online application will populate only relevant sections and questions based upon your scenario, please complete the items in order and do NOT skip ahead.**

Below is an **example** of the items to complete.

#### New Dealer Retailer Manufacturer and Wholesaler Permit Application

- 1 Getting Started
- 2 Preparer Information
- 3 Business Name & Mailing Address
- 4 Premises Information
- 5 Permit Qualifications
- 6 Affidavit of Ownership
- 7 Retailer Permit
- 8 Minors on Premises
- 9 Carry-Out Supplement
- 10 Floor Plans
- 11 Additional Documentation
- 12 Affirmation of Applicant

Back on the Getting Started section, select a type of business. Options of *Dealer*, *Retailer*, and *Manufacturer or Wholesaler* will be available. *Dealers* are alcohol permits with a primary purpose of off-premises consumption, *Retailers* are alcohol permits with a primary function of on-premises consumption, and *Manufacturers or Wholesalers* are alcohol permits with a primary function of either manufacturing or wholesaling/distributing alcohol. **In this example, we will select *Retailer*. In your specific scenario, you may be selecting a different option.**

Select a Business Type

Dealer

Retailer

Manufacturer or Wholesaler

Once selecting Retailer, you will see additional options populate including Select a *Retail Permit Type*, *Premises Zip Code*, and *Premises Jurisdiction*. In this example, we will select a Retail Permit Type of *Beer Retailer – Restaurant*, a zip code of *46204*, and a Premises Jurisdiction of *Indianapolis*.

#### Select a Business Type

Dealer, Retailer, Manufacturer or Wholesaler?

Retailer

#### Select a Retail Permit Type

What type of permit are you applying for?

Beer Retailer - Restaurant

#### Quota Availability

We need to check to make sure there is an available quota slot. This is determined by the permit being requested, the premises zip code, and jurisdiction. The premises address is the location where alcoholic beverages will be dispensed.

Quotas are set by statute based on the population of a jurisdiction and the type of permit.

#### Premises Zip Code

46204


#### Jurisdiction Information

Only select the county name as the jurisdiction if the licensed premises will be located in the unincorporated area of the county. Do not use if the licensed premises will be located in an incorporated city or town.

#### Premises Jurisdiction

— Arcadia, Carmel, Hamilton, etc. —

Indianapolis

 We will check again for an available quota slot right before any payment is processed.

Preparer Information ▶



**Please fully read the important note on the following page regarding permit jurisdiction.**

### **IMPORTANT NOTE:**

Many alcohol facility permit types are issued on a quota based upon population. Once entering the above information, an initial check of the availability of the permit type will be performed automatically. **The “Premises Jurisdiction” line is a critical line that must be input accurately to ensure whether there is availability of the permit type.**

The premises jurisdiction is determined by whether the physical address of the business is inside the incorporated city limits of a city, and if so, which one; or if the physical address of a business is located in the unincorporated area of a county, and if so, which one. **NOTE that this initial check will NOT hold the quota slot, if available. A quota slot will be held ONLY once the complete application is submitted.**

The County Verification of Business Location form, later discussed, must be completed with the full physical address including street name and number (suite, if applicable), city, state, and zip code. It should then be submitted to the County Surveyor for your individual county, who will then determine the proper jurisdiction of the address. The result of this verified form is what should be input into the Premises Jurisdiction box. **Options labeled as a county name, such as a name of Hamilton County, are for the unincorporated area of a county only.** A county name should NOT be selected as the jurisdiction if the County Surveyor determines the jurisdiction of the physical address is located within the incorporated city limits of a city. If you do not yet have a physical location for the permit and are applying for what is known as a “Location Pending” permit, later discussed, you will select the desired premises jurisdiction that you will eventually transfer the permit to in the future.

An additional quota verification check will automatically be performed again at the end of the application submission process once fees are paid to determine if the permit type is still available within the premises jurisdiction. When the submitted application is processed, a processor will make a final quota verification, including ensuring the application is sufficiently complete.

If the permit type is not available in the desired premises jurisdiction, a message will display stating that there are no available quota slots. If this message displays, a new permit of this type and premises jurisdiction cannot be applied for. Permits may be obtained from purchasing another permit holder’s permit.

Premises Jurisdiction

Arcadia, Carmel, Hamilton, etc. \_\_\_\_\_

Indianapolis

There are no available quota slots.



We will check again for an available quota slot right before any payment is processed.


Preparer Information ►

In this example, we will see that a message does not appear that the quota is full, and we may continue by selecting the ***Preparer Information*** button in the lower right corner to proceed.



#### 4. Preparer Information

The preparer information section will ask who is filling out the online application. The online application should only be completed by either an owner/officer of the business, who will later be disclosed in the Affidavit of Ownership section, or by a person who has a properly completed ATC Power of Attorney form that will be uploaded during the application process. In this example, we will select Owner and then click on the **Business Information** button to proceed.

 **Preparer Notice**

This application may only be completed by the permit applicant either in their individual capacity or as the owner of a business applying for the license, or by a person with a valid Power of Attorney to act on the applicant's behalf. The information entered here will be used by the ATC in future correspondence regarding the permit application and, if issued, the license.

Who will be filling out this online application?

Owner or Power of Attorney?

Owner

The ATC Power of Attorney form can be found [https://www.in.gov/atc/files/ATC\\_Power\\_of\\_Attorney.pdf](https://www.in.gov/atc/files/ATC_Power_of_Attorney.pdf)

◀ Getting Started

Business Information ▶

#### 5. Business Name and Mailing Address

The Business Name and Mailing address section will ask for information about the business entity applying for the facility alcohol permit. **The address entered here should be for the mailing address of the business.**

If the business is applying as a company, such as XYZ 123 Inc, then this is the name that should be input into the full name box. An individual's name should ONLY be input in the full name box if the person is applying as an individual or sole proprietor. Applying directly under a person's name should only be done if no other person or business entity will have an interest in the alcohol permit. Doing Business As is the name the business would be known as, or typically what the sign of the business might say, such as XYZ 123 Bar.

**Business entity making this application.** (Sole Proprietorship, Corporation, LLC, LLP, LP, Club or Municipality)

Full Name		
XYZ 123 Inc		
Doing Business As (D.B.A.)		
XYZ 123 Bar		
Address Line 1		
302 West Washington Street, Suite E114		
Address Line 2		
City	State	Zip code
Indianapolis	IN	46204-
County		
Marion		
E-mail Address		Phone Number
xyz123bar@atc.in.gov		(111) 111-1111



**IMPORTANT**

ATC will send notices to this address.

◀ Preparer Information

Premises Information ▶

## 6. Premises Information

**The premises information section should be completed with the physical address of the facility.** If there is not yet a physical address for the business, then the box can be checked that states “*Check this box if the location is still pending*”. If the Location Pending box is selected, please note that the permit will need to later be transferred to the physical location. **Include the full and complete physical address, including street and number (suite, if applicable), city, state, and zip code. If the business will be operating in a suite, you must ensure you include the suite number in the premises information section and all other attachments referencing the physical address.** Per IC 7.1-3-4-2(4), the business applying for the alcohol permit must have a lease or ownership of the physical address that the alcohol permit is being applied for at, such as XYZ 123 Inc having a lease for 302 West Washington Street, Suite E114, Indianapolis, IN 46204. The phone number box in this section refers to the phone number of the physical location, if one exists. Under the business description box, please sufficiently describe the details of how the business will operate, including any notable details.

If the premises address is still pending, enter "Location Pending" in address line 1, and check the box below.

☐ Check this box if the location is still pending.

Address Line 1  
302 West Washington Street, Suite E114

Address Line 2

City  
Indianapolis

State  
IN

Zipcode  
46204

County  
Marion

Phone Number  
(111) 111-1111

**Describe your business** that qualifies you for this permit type? Do not just state the permit type.

Business Description  
A traditional restaurant and bar that will serve hot soups, hot sandwiches, milk, soda, coffee, and a variety of delicious craft beers. We will have a stage for musical entertainment and karaoke, plus a large number of pool tables. We will operate between the hours of 10:00 AM and 1:00 AM Sunday through Saturday.

Please ensure the owner entity type matches the full name supplied for the business under the business information section. In this example, XYZ 123 Inc is a corporation and should select the corporation option. If an owner/officer later listed in the Affidavit of Ownership section will not be managing the business, please be sure to upload a Manager Questionnaire form of who will be managing the premises.

What is the ownership entity?  
Ownership Type  
Corporation

Will the owner be managing the premises?  
Premises Manager  
No

You will need to upload a completed State Form 40767 Manager Questionnaire.

Manager\_Questionnaire\_John\_Smith.pdf

Drag 'n' drop files here, or click to select files.  
Upon uploading we will verify that your files are correct

When uploading a Manager Questionnaire form, it must be fully completed, other than the permit number line can be left blank. Managers must hold a valid employee alcohol permit, unless the permit type is a Grocery Store or Drug Store, in which case the employee permit number box can be left blank. An example of a completed Manager Questionnaire is below.



# **APPLICATION FOR ALCOHOLIC BEVERAGE PERMIT SCHEDULE - MQ**

Manager's Questionnaire  
State Form 40787 (R 6 / 10/02)

**INSTRUCTIONS:** Every application must be filled in duplicate  
This form to be completed by the manager

ATC USE ONLY
Received
Entered
Processors initials

PERMIT PREMISE NUMBER
PENDING

(Please print)

1. GENERAL INFORMATION						
Name of manager (last, first, middle initial) <b>JOHN SMITH</b>				Social Security Number <b>111-11-1111</b>		
ATC Employee permit number <b>BR1111111</b>	Expiration date <b>12/31/2099</b>	Age <b>30</b>	Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth <b>01/01/1993</b>	Height <b>5'10"</b>	Weight <b>175</b>
Home address (number and street) <b>123 MAIN STREET</b>						
City, state, zip <b>INDIANAPOLIS, IN 46204</b>						

2. GENERAL QUESTIONS	
Are you a citizen of the United States?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least twenty-one (21) years old?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is it true that you are not an officer or employee of a person engaged in the alcoholic beverage traffic, which person is a non-resident of this state, or is engaged in carrying on any phase of manufacture of, traffic in, or transportation of alcoholic beverages without a permit when one is required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you a State law enforcement officer, or a non-elected officer of a municipal corporation or government subdivision charged with any duty or function in the enforcement of Alcoholic Beverage Laws?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your alcoholic beverage permit been revoked within one year prior to the date of this application for a permit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you made an application for a permit of any type which has been denied less than one year prior to this application for a permit? (Unless the application was denied by a reason of a procedural or technical defect.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you now, and have you been for the last five years a continuous and bona fide resident of the State of Indiana? If no, does the permit premise you are managing have a minimum annual gross food sales of at least \$100,000?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do you hold any other permit of any kind for the sale of alcoholic beverages in Indiana, or do you have any interest in any such permit, directly or indirectly, through ownership of stock or otherwise? If yes, explain below:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you been convicted of a felony? If yes, attach places and dates of arrest, court of record, and conviction and attach relevant court record,	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you been convicted of a violation of the Indiana Alcoholic Beverage Laws, rules, regulations, or orders of the Commission? If yes, explain on a separate attachment.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

3. SIGNATURES
Signatures of manager or agent(s) referred to in this schedule <b>SIGNATURE OF MANAGER</b>
Signature of owner verifies that the manager listed above meets the above listed qualifications <b>SIGNATURE OF OWNER/OFFICER OR PERSON FILING ATC POA</b>

Continue answering the remaining questions in the premises information section. Please ensure to provide sufficient detail on the sections relating to when the premises will be ready to open and what steps you are taking to have the premises ready to open.

Is the proposed permit premises at least 200 feet from any church or school?

Yes/No

Yes

Do any individuals, corporations, limited liability companies, limited liability partnerships, or stock owners, members, or partners of such entities have any interest, either directly or indirectly, in any distiller, vintner, farm winery, rectifier, brewer, primary source of supply, or wholesaler permit?

Yes/No

No

Do you have the right to possess (rent, lease, mortgage, or own) the permit premises for the term of the permit?

Yes/No

Yes

When will the business for which you are applying have construction completed and be ready to open?

Explain

We hope to open approximately in July of 2024.

What steps are you taking to get the permit premises ready to open? If your premises is ready to open and only waiting on the alcohol permit process, respond "Ready to open at time of commission approval and final inspection."

Explain


We are currently in process of completing the obtaining of all necessary permitting from other government agencies to begin new construction. Construction is expected to begin shortly after the approval of the alcohol permit. We have purchased land and have a final draft of architectural floorplans prepared. We have plans to bring in an experienced general manager from another location for our grand opening.

If the permit type or scenario you are applying for requires an orange Public Notice Sign to be posted, a question will populate asking if you already have a sign. Most businesses applying will most likely not already have an orange Public Notice Sign, and will need to state they do not have a sign, so that one can be provided. The cost is \$2.00, which will be paid once completing the online application.

Do you already have an Orange Sign?

Yes/No

No

 I understand that an Excise Officer may enter, inspect, and search your permit premises without a warrant or other process to determine if you are complying with the provisions of the Indiana alcoholic beverage laws/rules. (IC 7.1-3-1-6.)

☒ I agree.

◀ Business Information

Permit Qualifications ▶

Once completing the premises information section, click **Permit Qualifications** to proceed.

## 7. Permit Qualifications

Next we will complete the permit qualifications section. Some of the questions within this section may require additional attachments to be uploaded, depending upon the answers.

### Permit Qualifications


The following questions pertain to all individuals having an interest in this application.

*NOTE: "Individuals" referred to in all questions in the below section include LLCs, LLPs, corporations, partnerships, and all other business structures recognized under Indiana law as well as a natural person where applicable.*

Have any individuals with an interest in this permit been convicted of a felony or a misdemeanor?

Yes/No  
**Yes**

You will need to upload Conviction or Court Document(s).

  
ChrisPBacon\_Conviction.pdf

Drag 'n' drop files here, or click to select files.

When completing the convictions question, any convictions of the owners/officers must be reported. Below is an example attachment for an example owner that could be uploaded. Special disqualifications regarding convictions are listed in IC 7.1-3-4-2(3). A private application preparation service, mentioned earlier in this guide, can be hired for legal or business advice, if needed.

#### XYZ 123 Inc - Convictions Attachment

Name: Chris P. Bacon

Court: Marion Superior Court, Criminal Division 8

Case Number 01234-ABCD-EF-56789

Conviction: Operating a Vehicle While Intoxicated, A Misdemeanor

Conviction Date: 01/01/2005

Sentence of Conviction: One year probation and loss of drivers license for 90 days

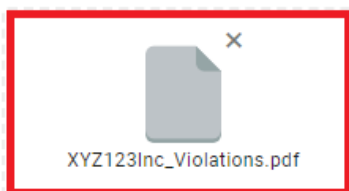
When completing the violations section, any violations must be reported. ATC Nonrule Policy #28 contains guidance for answering this question and can be found at the below link. A private application preparation service, mentioned earlier in this guide, can be hired for legal or business advice, if needed.

<http://iac.iga.in.gov/iac/20221214-IR-905220358NRA.xml.html>

Have any individuals with an interest in this application ever been convicted of, or found to have committed a violation of, the Indiana Alcoholic Beverage laws, rules, regulations, or orders of the ATC?

Yes/No  
**Yes**

You will need to upload a document with an explanation, including permit number(s)



Drag 'n' drop files here, or click to select files.

Below is an example violations attachment for an example owner who had a violation on a permit he is owner of another a different business.

#### XYZ 123 Inc – Violations Attachment

Owner Chris P. Bacon is 25% owner of alcohol permit RR1234567 ABC 123 LLC.

RR1234567 ABC 123 LLC received two violations on 01/01/2020.

Narrative: On 01/01/2020, an employee's juvenile 17 year old brother was helping to complete tasks within the bar, despite our business not having an approved area for minors, and there being no exception allowing a juvenile of this age to be present in the bar. Indiana State Excise Police visited the bar and upon checking the employee permits of our staff, discovered this error on our part. The business was cited for both 1) No employee permit and 2) Failure to maintain employee permit records.

Resulted Actions: ABC 123 LLC paid a \$2000 civil penalty. ABC 123 LLC is committed to adhering to the State of Indiana's alcohol beverage laws and rules. We instituted a vigorous company policy to terminate any employee who receives a violation, and require all employees of a location that receives a violation to undergo retraining of alcohol laws and rules. We keep record of our employees employee alcohol permit expiration dates and ensure they remain valid and on the person of our employees. We have communicated to our staff that there are no exceptions allowing juveniles of this age to be present in the bar for any purpose for any length of time.

Are all individuals with an interest in this application of sound mind and good repute in the community in which they reside?

Yes/No  
Yes

Are any individuals with an interest in this application a law enforcement officer, or an officer of a municipal corporation, or government subdivision, of this state charged with any duty or function in the enforcement of Title 7.1 of the Indiana Code?

Yes/No  
No

Have any individuals with an interest in this application held a permit under Title 7.1 of the Indiana Code and had the permit revoked within one (1) year prior to the date of this application?

Yes/No  
No

Have any individuals with an interest in this application made an application for an alcoholic beverage permit of any type which was denied less than one (1) year prior to this application for a permit (unless the application was denied by reason of a procedural or technical defect)?

Yes/No  
No

Do any individuals, corporations, limited liability companies, limited liability partnerships, partnerships, or stock owners, members, or partners of such entities have any interest, either directly or indirectly, in any other permits or registrations of any kind issued under Title 7.1 of the Indiana Code connected with, but not limited to, the production, distribution, transportation, or sale of alcoholic beverages?

Yes/No  
Yes

Enter permit number(s)

RR1234567, RR1111111, RR0000000

If a large number of permits are held, a list can be uploaded here:

Drag 'n' drop files here, or click to select files.

When answering the question involving whether **any** persons or entities hold **any** other alcohol permits issued under Title 7.1 of the Indiana Code (*the alcohol beverage law for Indiana*) please disclose **all** such alcohol permits. If the number is a limited amount, permit numbers can be typed out. If it is a large number of permits, a list of permits can be uploaded.

Are you indebted to a person or an officer or agent of that person, who holds a brewer's permit or wholesale permit, for a debt, secured by a lien, mortgage, or otherwise upon the premises for which the beer retailers permit is to be applicable or upon any of the property or fixtures in the premises, or used, or to be used in connection with the premises?

Yes/No  
No

◀ Premises Information

Affidavit Of Ownership ▶

After completing the rest of the permit qualifications questions, click **Affidavit of Ownership** to proceed.



## 8. Affidavit of Ownership

When applying for an alcohol beverage permit, per IC 7.1-3-21-8, please disclose all interests held by any person or entity that is of 2% or higher. Those holdings less than 2% interest are not *required* to be listed on the permit, however all laws and rules still apply to such owners, and only those listed on the alcohol permit will be able to sign documentation. The person completing this application **MUST** be either listed within the affidavit of ownership section or must be filing an ATC POA form with this application.

If another entity holds interest *in the actual entity applying for an alcohol permit*, additional attachments must be uploaded in the *Additional Documentation* section disclosing any interest of 2% or higher in *those* entities up the ownership chain. For any individuals- title, name, home address, Social Security number, date of birth, and percentage of interest must be reported on these further levels of ownership as well. For any entities- title, name, address, and percentage of interest must be reported; FEIN is not *required*.

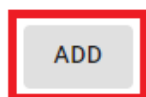
When reporting ownership of a permit with multiple levels of ownership, if a particular ownership level is a publicly traded company, per IC 7.1-3-21-8, only the names and home addresses of the CEO, CFO, COO, and members of the board of directors must be reported. Any levels of ownership between a permit holder entity and a publicly traded company must still be reported.

In this online form, ownership may only be inputted as a percentage. Accordingly, if ownership is held in shares, you may need to convert to percent ownership to properly complete the form. We will begin reporting the ownership by digitally entering the first level of ownership with the *Add* button. If there is only one level of ownership for the permit, then this will be the only section to complete for the Affidavit of Ownership. If there are multiple levels, we will later disclose the additional levels by uploading attachments.

IC 71-3-21-8 requires the disclosure of each person who is, or will be, financially or beneficially interested in the permit and the business conducted, or to be conducted, under it. Changes to this list must be filed by the applicant or permittee within ten (10) days of the date when the change became effective.

Click the "Add" button.

*None*



A box will appear to begin inputting the information for the owner and we will proceed with completing it. An example of this will be shown on the following page.

### Owner Information

Person or Company?  
**Person**

First Name  
**Chris**

Middle Name  
**P.**

Last Name  
**Bacon**

Country  
**United States**

Address Line 1  
**123 Bacon Boulevard**

Address Line 2

City  
**Indianapolis**

State  
**IN**

Zip Code  
**46204-**

County  
**Marion**

SSN: (123-45-6789)  
**111-11-1111**

Date of Birth  
**01/01/1950**

### Ownership Information

Nature of Interest  
**President**

Ownership %  
**50**

Start Date  
**02/01/2023**

CANCEL

**ADD**

IC 71-3-21-8 requires the disclosure of each person who is, or will be, financially or beneficially interested in the permit and the business conducted, or to be conducted, under it Changes to this list must be filed by the applicant or permittee within ten (10) days of the date when the change became effective.

Click the "Add" button.

Chris Bacon President 50



Bacon Galactic Enterprises Inc Parent  
Company/Owner 50



ADD

◀ Permit Qualifications

Retailer Permit ▶

In this example, we will then repeat this process, but this time we will add a company which also holds interest in the alcohol permit. Once we have entered all interest above 2%, and included anyone who may sign documentation for the permit, we will click on **Retailer Permit** to proceed.

## 9. Retailer Permit

### Retail Carryout of Alcoholic Beverages

Do you wish to sell alcoholic beverages for carryout?

Yes/No

Yes

### Minors on Premises

Will minors be present in the permit premises?

Yes/No

Yes

◀ Affidavit Of Ownership

Minors On Premises ▶

Relevant questions will populate on the Retailer Permit section. In this specific example, we have answered that we do wish to sell carry out alcohol and that we will have minors on the permit premises. This will cause two new sections to appear on list of items to complete. Options may appear different in other scenarios. Click **Minors On Premises** to proceed.

## 10. Minors on Premises

Check the exception(s) to IC 71-5-7-10 that allows minors in your permit premises. (See IC 71-5-7-11 for additional information)

- |  |                   |
|--|-------------------|
| <input type="checkbox"/> Restaurant has full separation between bar room and family room   | <a href="#">i</a> |
| <input checked="" type="checkbox"/> Restaurant satisfies minimum food sales requirements under 905 IAC 1-41-2 and has limited separation               | <a href="#">i</a> |
| <input type="checkbox"/> Restaurant owned by a craft manufacturer (small brewery, farm winery, or artisan distillery) and that has limited separation. | <a href="#">i</a> |
| <input type="checkbox"/> Food Hall   |                   |
| <input type="checkbox"/> A hotel, other than a part of the hotel that is a room in a restaurant in which a bar is located.                             |                   |
| <input type="checkbox"/> Bowling Center, Golf Course, or Indoor Golf Facility.   |                   |
| <input type="checkbox"/> A premises that qualifies as a recreational facility under IC 7.1-5-7-11(a)(19).  |                   |
| <input type="checkbox"/> Indoor Theater under IC 7.1-3-20-26.  |                   |
| <input type="checkbox"/> Licensed premises owned or operated by a postsecondary educational institution as described in IC 21-17-6-1                   |                   |
| <input type="checkbox"/> No alcoholic beverages are served across a bar and service is accomplished by an employee.                                    |                   |
| <input type="checkbox"/> A senior residence facility campus at which alcoholic beverages are provided in accordance with IC 7.1-3-1-29.                |                   |

[◀ Retailer Permit](#)

[Carry-Out Supplement ▶](#)

Due to answering in the prior section that we will have minors on the premises, we will need to answer the reason that it is allowable to have minors present. In this specific example, we will select the limited separation option which is listed as “Restaurant satisfies minimum food sales requirements under 905 IAC 1-41-2 and has limited separation”. In this specific example, if we were to refer to the rule 905 IAC 1-41-2, we would see that we must ensure we have either \$200,000 in food sales annually or have at least 60% of the gross food and alcoholic beverage sales or projected sales, not including carry out or catering food sales, in the sale of food. We will then click **Carry-Out Supplement** to proceed.

## 11. Carry-Out Supplement

Due to answering in a prior section that we would like to apply for carry-out alcoholic beverages, we will need to show whether the business qualifies. Any of the businesses described in this section would be disqualified from carry-out alcohol sales while holding this Beer Restaurant alcohol permit type.

### Character of Business

Is the permit location a supermarket, grocery store, or delicatessen that is primarily engaged in the retail sale of a general food line, which may include: a) canned and frozen foods; b) fresh fruits and vegetables; and c) fresh and prepared meats, fish, and poultry?

Yes/No

Is the permit location a convenience store or food mart that is primarily engaged in: a) the retail sale of a line of goods that may include milk, bread, soda, and snacks; or b) the retail sale of automotive fuels and the retail sale of a line of goods that may include milk, bread, soda, and snacks.

Yes/No

Is the permit location a warehouse club, superstore, supercenter, or general merchandise store that is primarily engaged in the retail sale of a general line of groceries or gourmet foods in combination with general lines of new merchandise, which may include apparel, furniture, and appliances?

Yes/No

Is the permit location a specialty or gourmet food store primarily engaged in the retail sale of miscellaneous specialty foods not for immediate consumption and not made on the premises, not including a) meat, fish, and seafood; b) fruits and vegetables; c) confections, nuts, and popcorn; and d) baked goods?

Yes/No

Is a license issued by the State Board of Pharmacy held at the permit location?

Yes/No

In this example, none of the descriptions under character of business describe our example business, so we will accurately answer No to all of them and proceed to further questions in this section.

### Request for Carryout Privilege's

Is this request for carry-out privileges for one of the following permit types?

City market licensed under IC 7.1-3-20-25?

Yes/No

Marina licensed under IC 7.1-3-1-25?

Yes/No

Golf course? as described in IC 7.1-3-20-13\_5 (A)?

Yes/No  
No

Hotel as described in IC 7.1-3-20-18 or resort hotel as described in IC 7.1-3-20-21?

Yes/No  
No

Restaurant that holds a brewer's permit under IC 7.1-3-2-7(5)?

Yes/No  
No

Was the permit originally issued or transferred as to location or ownership before November 1, 2016?

Yes/No  
No

Do you swear or affirm under penalties of perjury that during the first two (2) years of operations with carry-out privileges at least sixty percent (60%) of your projected gross retail income from the sale of alcoholic beverages will be derived from the sale of alcoholic beverages for consumption on the licensed premises?

Yes/No  
Yes

Do you understand that not more than one hundred eighty (180) days after the date the applicant begins or resumes alcoholic beverage sales with carry-out privileges, you shall provide a financial statement with sufficient information to show that during the first one hundred twenty (120) days of business operations with carry-out privileges, at least sixty percent (60%) of gross retail income from all alcoholic beverage sales was derived from sales of alcohol beverages for consumption on the premises)?

Yes/No  
Yes

◀ Minors On Premises

Floor Plans ▶

In this example, we will proceed with answering questions about whether we are applying for any permit types or scenarios described. If any of the permit types or scenarios apply, we would *not* be disqualified from carry-out, but rather our permit would receive a particular carry-out status referred to as Grandfathered/Exception.

If your permit type or scenario is not described in any of these options, then you will need to affirm on the last two questions that you will abide by those affirmations. Click **Floor Plans** to proceed.

## 12. Floor Plans


You are required to upload the **Floor Plans** for the premises.

**INSTRUCTIONS:** Applicant must submit floor plan drawing on letter size paper (8½" x 11") attached to this application. The drawing must show dimensions and identifications of any existing family room(s), seating arrangement(s), ballroom(s), bar(s), dance floor area(s), kitchen area(s), restrooms, storage and office areas, entrances/exits, patios, beer gardens, service windows, and alcoholic beverage display areas for all types of permits. Please sign and date the drawing.

**NOTE:** All drawings must be approved by the Commission before the permit is issued. If you wish to receive preliminary approval before construction begins, contact your local excise district office. Contact information for local excise district offices can be found at <http://in.gov/atc/sep/2379.htm>

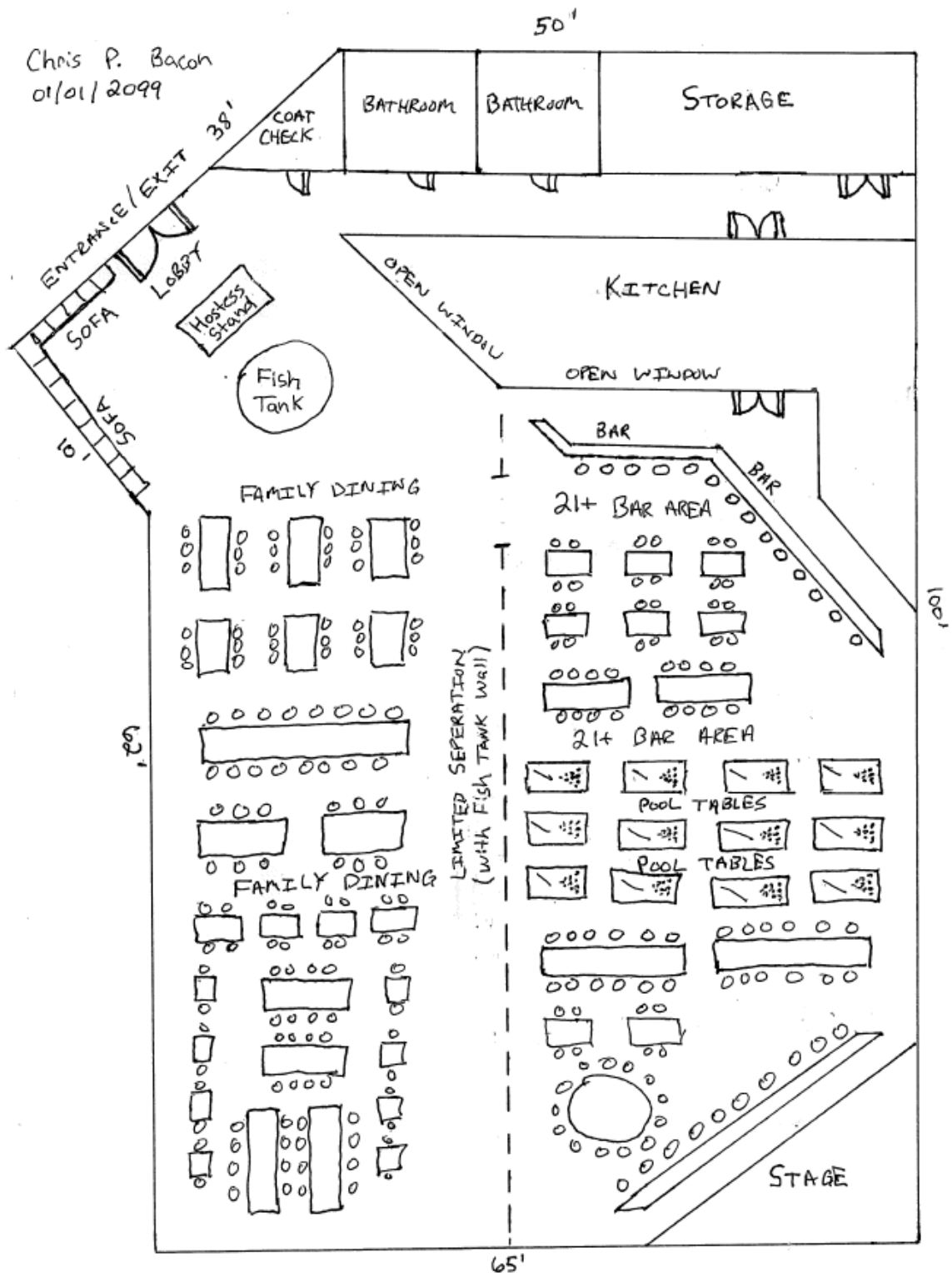
Upload all required documentation. Most file types supported such as, PDF, XLS, DOC, and some image files not to exceed 20 MB in size/per file uploaded.

You will need to upload the floor plan(s).

  
floorplans.pdf

Drag 'n' drop files here, or click to select files.

Once on the floor plans page, you will upload a copy of your floor plan. They can be either professionally drawn, or also a hand drawn version of the floor plan is acceptable, so long as it includes proper detail mentioned in the instructions. On the following page is an example of an acceptable hand drawn floor plan.



◀ Carry-Out Supplement

Additional Documentation ▶

Once uploaded, we will then click **Additional Documentation** to proceed.




### 13. Additional Documentation

In the Additional Documentation section, you will upload the remaining attachments to complete your application. The County Verification of Business Location form and Property Tax Clearance Schedule form are required under all circumstances. The Certificate of Existence is required if a company is applying. Additional attachments such as multiple levels of ownership may be needed if applicable in the specific case.

**Please ensure all documentation has been uploaded before submitting payment. You will not have an opportunity to add missing documentation to this application once submitted online. Additional document(s) will need to be mailed to ATC.**

- A copy of your Certificate of Existence can be obtained from the Indiana Secretary of State by visiting the [INBiz website](#).
- Property Tax Clearance and County Verification forms can be downloaded from the [ATC website](#).


Upload a copy of Certificate of Existence with the Indiana Secretary of State.

  
Certificate\_of\_Existence.pdf

Drag 'n' drop files here, or click to select files.

The Certificate of Existence is obtained from the Indiana Secretary of State's office and shows that a company is currently valid to do business in Indiana. A link is provided within the application to obtain one, if you do not already possess a copy.


Upload County Verification Form (State Form 44184).

  
County\_Verification.pdf

Drag 'n' drop files here, or click to select files.  
Upon uploading we will verify that your files are correct

The County Verification of Business Location form must have the address line completed by the applicant with the full entire physical address including street and number (suite, if applicable), city, state, and zip code. **The address line must fully and completely match the physical address for which the applicant is applying at or the application will be rejected and returned.** Take or submit the form to County Surveyor of the specific county the business is located in and they will check the appropriate box on the form, and write the incorporated city name, if applicable, for the jurisdiction. They will sign and date the bottom of the form after verifying. The form is divided into two sections. The first section is labeled as "All Counties Except Marion County" and applies to all other 91 counties outside of Marion County. Within that section, the County Surveyor will select the jurisdiction that they have determined the physical address that is being applied at to be located in. If it is within the incorporated city limits of a city, they will check the first box and write the city name. If it is within the unincorporated area of a county, outside of the incorporated city limits of any city, they will check the second

box. The second section is labeled as "Marion County Only" and is solely used for permits being applied for within Marion County. **The jurisdiction that the County Surveyor verifies the physical address for which the applicant is applying at must match the jurisdiction on the *Getting Started* section of the application or the application will be rejected and returned.** Below is an example of a County Verification of Business Location form.

	<b>COUNTY VERIFICATION OF BUSINESS LOCATION</b> State Form 44184 (R5/12-11)	<b>ALCOHOL &amp; TOBACCO COMMISSION</b> 302 W. Washington Street, Room E114 Indianapolis, IN 46204 <a href="http://www.IN.gov/atc">http://www.IN.gov/atc</a>
---	--	---

TO THE INDIANA ALCOHOL AND TOBACCO COMMISSION:

I verify that 302 West Washington Street, Suite E114, Indianapolis, IN 46204  
(Address)

**ALL COUNTIES EXCEPT MARION COUNTY**

☐ is within the corporate limits of city or town of \_\_\_\_\_.

☐ is outside the corporate limits of city or town of \_\_\_\_\_.

☐ the premises is located outside the corporate limits of an incorporated city or town and the premises are within, or in immediate proximity to an unincorporated town, which unincorporated town meets these qualifications:

(1) which has been a settlement or a group of residences for more than ten (10) years;

(2) to which the inhabitants of the surrounding countryside resort for purchases or public

(3) which has borne a name and has been known by that name for more than ten (10) years.

The county surveyor of the county in which the premises is located shall certify the information set forth below:

\_\_\_\_\_ are within or are in immediate  
(Address)  
 proximity to the unincorporated town known as \_\_\_\_\_

\_\_\_\_\_, which has borne this name and has been known by this name for more than ten (10) years and has been a settlement or a group of residences for more than ten (10) years to which the inhabitants of the surrounding countryside resort for purchases, public meetings, or as a community or neighborhood center,

**MARION COUNTY ONLY**

☒ Is within the corporate limits of a consolidated city and


☐ is within the corporate limits of the excluded city or town of \_\_\_\_\_.

☒ is within the fire special service district as determined on the December, 1992, Department of Metropolitan Development map (no "unincorporated" permits may locate here).

☐ is outside the boundary of the fire special service district as determined on the December, 1992, Department of Metropolitan Development map and all excluded cities or towns.

Signature of County Surveyor <div style="border: 1px solid red; display: inline-block; padding: 2px 10px;"><b>SIGNATURE OF COUNTY SURVEYOR</b></div>	Date (month, date, year) <div style="border: 1px solid red; display: inline-block; padding: 2px 10px;"><b>01/01/2099</b></div>
---	---

Upload Property Tax Clearance (State Form 01462).




Property\_Tax\_Clearance\_Schedule.pdf


f

Drag 'n' drop files here, or click to select files.  
Upon uploading we will verify that your files are correct

The Property Tax Clearance Schedule form will primarily be completed by the applicant, and then taken to or submitted to the County Treasurer of the county the physical address for which the applicant is applying at is located. The “Name of individual or company line” must fully and completely match the “Full Name” line under the *Business Information* section of the application. The permit location line must fully and completely match the physical address for which the applicant is applying at, under the *Premises Information* section of the application. The Property Tax Clearance Schedule must be signed off by the County Treasurer, indicating no property taxes are due, and it must have a visible raised embossing. It is suggested to take a good quality photo, as opposed to a scan, if uploading digitally, since a scan of a Property Tax Clearance Schedule will often result in the raised embossing not being visible. **If the Property Tax Clearance Schedule is not fully and properly completed, it will be rejected and returned.**


	<p><b>PROPERTY TAX CLEARANCE SCHEDULE - FORM NO. 1</b>          (For a <input type="checkbox"/> Person <input type="checkbox"/> Business <input type="checkbox"/> Corporation)          State Form 1462 (R6 / 7-10)          Approved by State Board of Accounts, 2011          INDIANA ALCOHOL AND TOBACCO COMMISSION</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>ATC permit number Pending</td> </tr> <tr> <td>Expiration date (month, day, year)</td> </tr> </table>	ATC permit number Pending	Expiration date (month, day, year)																							
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Next upload any remaining attachments you need or would like to include with the application. In cases of a permit with multiple levels of ownership, one required item will be the disclosure of the additional levels of ownership. **If this is not included in applications with multiple levels of ownership, the application will be rejected and returned.** There are multiple ways in which the information for multiple levels of ownership could be written or reported, but it must include all required information and must be clearly written out, without requiring interpretations or assumptions to be made by Indiana Alcohol & Tobacco Commission staff. If business or legal advice is needed, please refer to the list of private application preparation services, referenced earlier in this guide, that the ATC maintains.

Upload any additional documentation not already uploaded in previous sections.

  
 XYZ123Inc\_Ownership\_Structure.pdf

Drag 'n' drop files here, or click to select files.

Below is an example of one potential way to organize the information for reporting multiple levels of ownership in an attachment that can be uploaded.

XYZ 123 Inc ownership					
Title	Name	Home Address	SS#	DOB	Ownership
President	Chris P. Bacon	123 Bacon Boulevard Indianapolis, IN 46204	111-11-1111	1/1/1950	50%
Parent Company	Bacon Galactic Enterprises Inc	123 Zero Avenue New York City, NY 10036	N/A	N/A	50%

Bacon Galactic Enterprises Inc ownership					
Title	Name	Home Address	SS#	DOB	Ownership
President	John Bacon	124 Bacon Boulevard Indianapolis, IN 46204	111-11-1112	2/2/1950	20%
Secretary	Jason Bacon	125 Bacon Boulevard Indianapolis, IN 46204	111-11-1113	3/3/1950	5%
Parent Company	Bacon Galactic Public Inc	123 Zero Avenue New York City, NY 10036	N/A	N/A	75%

Bacon Galactic Public Inc ownership					
Title	Name	Home Address	SS#	DOB	Ownership
CEO	Harold Bacon	126 Bacon Boulevard Indianapolis, IN 46204	N/A	N/A	0%
CFO	Edward Bacon	127 Bacon Boulevard Indianapolis, IN 46204	N/A	N/A	0%
COO	Yolanda Bacon	128 Bacon Boulevard Indianapolis, IN 46204	N/A	N/A	0%
Board Member	Alvin Bacon	129 Bacon Boulevard Indianapolis, IN 46204	N/A	N/A	0%
Board Member	Todd Bacon	130 Bacon Boulevard Indianapolis, IN 46204	N/A	N/A	0%
Board Member	Charlie Bacon	131 Bacon Boulevard Indianapolis, IN 46204	N/A	N/A	0%
*Bacon Galactic Public Inc is a publicly traded company on the Bacon Jones Stock Exchange as ticker symbol BKNN					

◀ Floor Plans

Affirmation Of Applicant ▶

Once we have finished uploading any final attachments for the application, and carefully reviewed the information throughout the application for any errors, we will click on **Affirmation of Applicant** to proceed.

#### 14. Affirmation of Applicant

This application MUST be signed by the applicant or an individual with a proper Power of Attorney on file with the ATC for the applicant. Please click the box below and type your full name. If signing as a Power of Attorney, please type your name followed by the word "for" and the applicant's name. EXAMPLE: Larry Lawyer POA for John Doe, Applicant.

By checking the box and typing your name you hereby swear or affirm under the penalties of perjury the following:

*"I certify that this application was completed by myself or by the preparer identified herein. I certify that I have read this completed document and that all information provided herein and on any attachments is true and correct."*

**I UNDERSTAND THAT IT IS A FELONY TO MISREPRESENT OR FALSIFY ANY PORTION OF THIS APPLICATION OR ATTACHED DOCUMENTS.**

I hereby consent for the duration of the permit term to inspection and search by an enforcement officer, without a warrant or other process, of my licensed premises, any approved satellite facility, approved storage facility, and vehicles to determine compliance with the provision of Indiana Code 7.1"

☒ I hereby swear or affirm to the above.

Full Name (Larry Lawyer POA for John Doe, Applicant)

Chris P. Bacon

Date



◀ Additional Documentation

FINISH

We will then fully and carefully review the *Affirmation of Applicant* page. Please be sure all information is truthfully and accurately submitted throughout the applicant, and be consequent that it is felony to misrepresent or falsify any portion of the application or attached documents. If understood , click **Finish** to proceed. **After Finish is clicked, the jurisdiction permit quota is again checked, if applicable. That quota slot if officially held after you have completed payment per the instructions in the next section.**

## 15. Fees

Fee	Amount
Application Fee	\$500.00
Orange Sign Fee and Keg Book	\$2.00
<b>Total</b>	<b>\$502.00</b>

BACK

PAY

Once the fee page loads, the regular state fees for the permit type will be calculated, including for any orange Public Notice Sign, if applicable, and it will populate on the left side of your screen. On the right side of your screen, you will see a generated summary of all of the inputted information for the application that you may give one final review of before submitting payment. Attachments that were uploaded will not display in the summary of the application. If you are ready to continue, you will click **Pay** to proceed.

## 16. Transaction Detail

**1** Payment Type

**2** Customer Info

**3** Payment

**4** Submit Payment

### Transaction Detail

The following amounts will be remitted back to the agency.

SKU	Description	Unit Price	Quantity	Amount
3	Application Fee	\$500.00	1	\$500.00
60027	Orange Sign Fee and Keg Book	\$2.00	1	\$2.00
6266aceddccc09e9fd4ed9c1d	Service Fee	\$2.50	1	\$2.50
Total				\$504.50

### Transaction Summary

Application Fee	\$500.00
Orange Sign Fee and Keg Book	\$2.00
Service Fee	\$2.50
Processing Fee	\$11.06
<b>Total</b>	<b>\$515.56</b>

### Need Help?

Please complete the Customer Information Section.

### Payment

Payment Type



Credit/Debit Card

Customer Information

Complete all required fields [ \* ]

Country \*

United States

First Name \*

Chris

Last Name \*

Bacon

Company Name

XYZ 123 Inc

Address \*

123 Bacon Boulevard

Address 2

City \*

Indianapolis

State \*

IN - Indiana

ZIP/Postal Code \*

46204

Phone Number

(111) 111-1111

Email

xyz123bar@abc.in.gov

Next >

Payment Information

Cancel

You will enter all of your appropriate payment information, payable by either credit or debit card. There will be a small service fee and small processing fee displayed to the right of the screen and then a bolded final total. This total will be the complete amount that will be paid for your application. Click **Next** and then credit card information will populate on the same screen.

### Payment Information

Credit Card Number \* ?

Credit Card Number is missing.

Expiration Month \*

12 - December

Security Code \* ?

111

Name on Credit Card \*

Chris P. Bacon

Credit Card Type

MasterCard

VISA

DISCOVER

Expiration Year \*

2043

Complete all required fields [ \* ]

Next >

Cancel

After entering credit or debit card information, click **Next** again and summary page will populate.



## Payment

### Payment Type



### Credit/Debit Card

### Customer Information

[Edit](#)

#### Address

Chris Bacon  
XYZ 123 Inc  
123 Bacon Boulevard  
Indianapolis, IN 46204

#### Phone Number

(111) 111-1111

#### Country

United States

#### Email Address

xyz123bar@atc.in.gov

### Payment Information

[Edit](#)

#### Credit Card

\*\*\*\*1111  
Exp. 12/2043

#### Name on Credit Card

Chris P. Bacon

[Cancel](#)[Submit Payment](#)

Review the summary payment page of the inputted payment information and click **Submit Payment** to proceed.

## 17. Submission Confirmed



Indiana Licensing Enterprise

### Submission Confirmed!

Thank you for your submission. We have received your application and payment.

Applicant Name: XYZ 123 Inc

Application Type: New Dealer, Retailer, Manufacturer, and Wholesaler Permit Application

[Return to Dashboard](#)

Congratulations! You have just fully completed submitting your application. Your application will be routed to the appropriate facility alcohol permit processor for the county you have applied in and will be processed.

## Application Processing & Review

### 1. Processing


Once submitted, the appropriate facility alcohol permit processor for your county will receive the application. The application will be reviewed to determine if all items and attachments have been appropriately completed, in order to allow the application to continue through the application process. The total process from start to finish can generally be expected to take 60 to 90 days, if all items are complete. Contact information for the facility alcohol permit processors of each county is linked to within the *Introduction* of this guide. If the application is considered sufficiently complete and continues through the application process, but additional items are needed, you will be contacting at the contact information provided in the *Business Information* section. If an ATC Power of Attorney form has been filed with the application, then the ATC Power of Attorney will instead be contacted.

Once an application has been successfully submitted online, a status of the processing can also be viewed from the main page of MyLicenseOne after logging in, by navigating to the “Activity” panel in the top right screen. This panel will sort applications by the most recently filed or edited. An example can be seen below:

### Activity

Submitted [New Dealer, Retailer, Manufacturer, and Wholesaler Permit Application](#)

If you navigate to the recently submitted application, you will see a status screen appearing as the below:

**Indiana Licensing Enterprise**  
an agency of the Indiana Department of Revenue

XYZ 123 Inc

Status: Pending

New Dealer Retailer Manufacturer and Wholesaler Permit Application  
Application Received Date: 01/18/2023

**Application Process**

ITEM	LICENSE TYPE	STATUS	DATE
Application Fees Paid	Beer Retailer - Restaurant	Completed	01/18/2023
Application Completed & Signed	Beer Retailer - Restaurant	In-Progress	
Corporate Officers & Shareholders List	Beer Retailer - Restaurant	In-Progress	
Zoning Affidavit (Marion County Only)	Beer Retailer - Restaurant	In-Progress	
Notify Neighbors of Location (Marion City)	Beer Retailer - Restaurant	In-Progress	
Floor Plans	Beer Retailer - Restaurant	In-Progress	
Property Tax Clearance	Beer Retailer - Restaurant	In-Progress	
County Tax Clearance-Marion County Only	Beer Retailer - Restaurant	In-Progress	
Commission Approval	Beer Retailer - Restaurant	In-Progress	
County Surveyor Form	Beer Retailer - Restaurant	In-Progress	
No Disqualifying Felonies	Beer Retailer - Restaurant	In-Progress	
Certificate of Existence (Corp Entities)	Beer Retailer - Restaurant	In-Progress	
Public Notice Sign Fee	Beer Retailer - Restaurant	In-Progress	
Final Inspection	Beer Retailer - Restaurant	In-Progress	
Orange Sign Affidavit	Beer Retailer - Restaurant	In-Progress	

**Downloads**  
[Application](#)  
[Manager\\_Questionnaire\\_John\\_Smith.pdf](#)  
[ChrisP Bacon\\_Conviction.pdf](#)  
[XYZ123Inc\\_Violations.pdf](#)  
[floorplans.pdf](#)  
[Certificate\\_of\\_Existence.pdf](#)  
[County\\_Verification.pdf](#)  
[Property\\_Tax\\_Clearance\\_Schedule.pdf](#)  
[XYZ123Inc\\_Ownership\\_Structure.pdf](#)

**Filed Attachments**

From this status screen, on the right side, you will have access to download both the application you filed, and any attachments you uploaded to it, if desired. On the left side, you will see a processing checklist that will update as the appropriate alcohol facility processor for the area verifies items as complete.

## 2. Public Notice Sign Mailed Out

If the application is considered sufficiently complete for processing, the first item that you will receive will be an orange Public Notice Sign, if you requested and paid for one. It will be mailed to the address listed in *Business Information* section of the application, otherwise known as the mailing address. The Public Notice Sign will have instructions printed on the back advising how to properly complete and post the sign. It will also have an Affidavit of Compliance form attached. You will want to keep this sign for posting once you receive the Local Board Hearing Notice. Once the Local Board Hearing Notice has been received, you will use the information on it to fully and properly complete and post the Public Notice Sign. The Public Notice Sign must be properly completed and posted a minimum of 10 days prior to the local board hearing. Failure to do so would result in your application being continued by the local board to the following month. The Affidavit of Compliance form will be turned in at the local board hearings hearing, where you will sign that you have properly posted it, so long as this is true.

Applications within Marion County will have additional items to complete after submitting their application, but before their local board hearing, which are listed in the “Marion County Alcoholic Beverage Board Checklist & Procedure”, linked below:

<https://www.in.gov/atc/files/MarionCoProcess2019.pdf>

Alternatively, once set, the Local Board Hearing date will be publicly viewable at the below E-Verification page, even before the notice is received, if you search for the application. Example search criteria would be a Profession of “Alcoholic Beverage”, a Facility Name of “XYZ 123 Inc” and License Status of “Pending”. These search criteria should be sufficient for you to find the application.

<https://mylicense.in.gov/everification/Search.aspx?facility=Y>

Additionally, local board hearing agendas are posted on the Indiana Alcohol & Tobacco Commission website. This can be navigated to by visiting [in.gov/atc](https://www.in.gov/atc) and clicking on Alcohol Resources on the menu and then Alcohol Permit Information. Once on this page scroll down slightly, and there will be a section titled “Local Alcoholic Beverage Board Hearings” with a link that says “Local Board Schedules & Information”. If you click this link, you will see hearings sorted by month that can be viewed. If you have previously looked up the application through the above E-Verification website, you will know the correct month to click on. Once on this page, you could either manually scroll through the hearings, or you could use a shortcut and press the CTRL key and F key on our keyboard together. This will bring up a search box where you could type information such as the name of our application, XYZ 123 Inc, in this case. That should bring us straight to the application’s local board hearing information, where you would find information sufficient to go ahead and post your Public Notice Sign. The below link will take you directly to the “Local Board Schedules & Information” page.

<https://www.in.gov/atc/alcohol-resources/alcohol-beverage-information/local-board-information-2021/>

Manufacturer & Wholesaler type applications will skip the step of posting a Public Notice Sign, as they will not have a local board hearing, other than Farm Winery Satellite applications.

### **3. Review**

During the application process, a facility alcohol permit processor will be the first person to review the applications contents for sufficient completeness. After their review of these items, it will continue on through the process and be reviewed by management and then a Commissioner. If any items are needed during this review, you will be contacted at the contact information provided in the *Business Information* section. If an ATC Power of Attorney form has been filed with the application, then the ATC Power of Attorney will instead be contacted.

During the review of the application, if it is a Wholesaler or Manufacturer application type, which does not have a local board hearing, the applicant will be contacted by Indiana State Excise Police to conduct a floorplan inspection of the premises, after the application has been reviewed, but before the application is voted upon by the Commission.

### **4. Local Board Hearing Notice Mailed Out**

A few weeks before the local board hearing occurs, you will receive a notice in the mail identifying the application and listing a date, time, and location of the hearing. If you have not already done so, you will follow the instructions printed on the back on the Public Notice Sign, and ensure your sign has completely and properly posted a minimum of 10 days preceding the local board hearing. Failure to do so will result in the local board continuing your application to the following month.

### **5. Local Board Hearing Attendance**

You will need to attend the local board hearing at the date, time, and location specified on the local board hearing notice. You will need to specifically ensure an owner or officer listed in the *Affidavit of Ownership* section of the application, or someone with an ATC Power of Attorney form filed with the application, attends the local board hearing. The person attending should be able to answer any and all questions that the local board may have. The public will be given an opportunity to remonstrate against the permit, if such remonstrators show up. After hearing the application, the local board will vote on the application. During the local board hearing, the Local Board Officer representative from Indiana State Excise Police will give instruction to the applicant on obtaining a floorplan approval, if the permit is ready to become operational.

## 6. Commission Approval/Denial

After the local board hearing has occurred, the local board will send its result to the Commission for consideration. The Commission will review the vote of the local board, and make a decision as to whether the permit will be approved or denied. If the application is denied, the applicant will be notified, and will have a period of 15 days to file an appeal, if desired.

## 7. Permit Issued

If the permit is approved, the permit will be issued, if there are no outstanding items preventing issuance.

If a floorplan has been approved by Indiana State Excise Police, the permit will be issued as an Active status and mailed to the applicant. During this time, **if the applicant has verified that the permit has indeed been issued as an Active status**, per ATC Nonrule Policy #21, the permit can be operated on for the first 15 days, without displaying the permit, in order to allow time for mailing. ATC Nonrule Policy #21 is linked below:

<http://iac.iga.in.gov/iac/20170830-IR-905170392NRA.xml.html>

If an Escrow non-operational status has been approved, the applicant will receive an escrow approval letter by email indicating this. If no email is on file, the escrow approval letter will be mailed. A physical permit is not printed in cases where a permit is issued into an Escrow non-operational status.

Once issued, the permit will populate in the applicants list of permits on MyLicenseOne under the “Licenses” section on the left side of the screen, where it will list a status and expiration date.

Indiana Licensing Enterprise

APPLY FOR A LICENSE

Licenses

XYZ 123 Inc

Type	License Number	Status	Expiration	Actions
Beer Retailer - Restaurant	RR4939282	Active	1/1/2035	...

## Frequently Asked Questions – Online Applications

### 1. How do I apply for a Beer, Wine & Liquor Restaurant 210-1 permit?

The on-quota type of restaurant alcohol permits within the incorporated city limits of a city are Beer Restaurant type 103 permits, Beer & Wine Restaurant type 112 permits, and Beer, Wine, & Liquor Restaurant type 210 permits. Regarding Beer, Wine, & Liquor Restaurants, when the quota for Beer, Wine, & Liquor Restaurant type 210 permits fills within an incorporated city, that permit type can not be applied for as New. It can only be obtained by purchasing an existing permit holders permit, or by obtaining the permit at an ATC public auction of permits, if the type and jurisdiction of permit is available at a public auction.

Alternatively, per IC 7.1-3-20-11.5, Indiana has a small city provision allowing holders of Beer Restaurant type 103 permits or Beer & Wine Restaurant type 112 permits, within the incorporated city limits of a city under 25,000 population, to apply for an additional special type of permit on top of that permit called a Beer, Wine, & Liquor Restaurant 210-1. Additionally, a Beer Restaurant type 103 or Beer & Wine Restaurant type 112 permit can be applied for simultaneously with a Beer, Wine, & Liquor Restaurant type 210-1 permit. In order to apply for both permits simultaneously, there must be an available Beer Restaurant type 103 permit or Beer & Wine Restaurant type 112 permit available within the incorporated city. If neither of these types is available, these options can not be applied for as NEW permits.

In order to apply for the option of a New Beer Restaurant type 103 permit or Beer & Wine Restaurant type 112 permit and a Beer, Wine, & Liquor Restaurant type 210-1 permit, **TWO** complete applications with all required fees and attachments must be filed. This option can not be applied for with only a single application. In order to apply, first a complete application for a Beer Restaurant type 103 or Beer & Wine Restaurant type 112 permit must be applied for within the incorporated city limits of the desired jurisdiction. After submitting this complete application, the second complete application for a Beer, Wine, & Liquor Restaurant type 210-1 permit can then immediately be separately filed for. **If solely a Beer, Wine, & Liquor Restaurant type 210-1 application is submitted, without an existing or pending Beer Restaurant type 103 or Beer & Wine Restaurant type 112 permit at the location, the application will be rejected and returned.**

When the Indiana Alcohol & Tobacco Commission receives the two complete applications, they will be processed together. So long as they are submitted complete and together, the local board hearings for the permits should occur together at the same time, during the application process. Only one public notice sign needs posted in this circumstance. If the permits are later approved and issued, the Beer Restaurant type 103 or Beer & Wine Restaurant type 112 permit will obtain a status called *Underlying*. So long as the Beer, Wine, & Liquor Restaurant type 210-1 permit continues to exist in the future, the underlying permit will not need to be renewed annually. The Beer, Wine, & Liquor Restaurant type 210-1 permit would be issued with the applicable status, whether it is an *Active* status or *Escrow* non-operational status. The Beer, Wine, & Liquor Restaurant type 210-1 permit will need to be renewed annually. The holder a Beer, Wine, & Liquor Restaurant type 210-1 permit is not eligible to apply for carry-out alcohol sales of any type of alcohol.